

**MINUTES OF MEETING
HIGHLAND MEADOWS WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Highland Meadows West Community Development District was held on Tuesday, **October 15, 2024** at 9:30 a.m. at The Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom.

Present and constituting a quorum:

Bobbie Henley	Chairperson
Lindsey Roden	Vice Chairperson
Jessica Spencer	Assistant Secretary
Kristin Cassidy	Assistant Secretary

Also, present were:

Tricia Adams	District Manager, GMS
Meredith Hammock <i>by Zoom</i>	District Counsel, KVV Law
Savannah Hancock	District Counsel, KVV Law
Marshall Tindall	Field Services Manager, GMS
Rey Malave	District Engineer

The following is a summary of the discussions and actions taken at the October 15, 2024 Highland Meadows West Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called roll. Four Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams stated no members of the public were present nor on Zoom.

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THIRD ORDER OF BUSINESS

**Approval of Minutes of the July 17, 2024,
Board of Supervisors Meetings**

Ms. Adams presented the minutes from the July 17, 2024 Board of Supervisors meeting. She asked for any corrections, otherwise a motion to approve as presented.

On MOTION by Ms. Roden seconded by Ms. Spencer, with all in favor, the Minutes of the July 17, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath of Office to Supervisor Fulfilling Seat 2

Ms. Adams reminded Board members that Kristen Cassidy was appointed to the Board at a recent meeting. She had the oath administered outside of the meeting by Tricia, a Florida notary and duly authorized to administer the oath so she has been fully vetted as a Board member and now participating in all Board action.

FIFTH ORDER OF BUSINESS

**Consideration of Proposal for “No
Stopping” Signage at Orchid Terrace
Entrance**

Ms. Adams noted this is related to concerns from citizens regarding a nearby school. This item was deferred to a future meeting.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hammock had nothing to report.

B. Engineer

i. Consideration of Dewberry Work Authorization 2025-1

Mr. Malave submitted a work authorization for the new fiscal year. This is for general engineering services with an estimated budget NTE \$15,000 which is the allocated budget for FY25. It formalizes that Dewberry serves at the District Engineer and will provide general engineering services.

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On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Dewberry Work Authorization 2025-1, was approved.

C. Field Manager’s Report

Mr. Tindall presented the Field Manager’s Report.

D. District Manager’s Report

i. Approval of Check Register

Ms. Adams presented the check register from July 1st through September 30th totaling \$256,514.93. A couple of the transfers from the general fund were related to actions that the Board approved. A transfer of \$50,000 was made from the general fund to the capital reserve account. A transfer of \$140,000 was made into the SBA account. She offered to answer any questions.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through the end of August. The District is fully collected for the fiscal year.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the meeting was adjourned.

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Highland Meadows West CDD

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Monica Virgen

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Secretary/Assistant Secretary

Signed by:

Bobbie Henley

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Chairman/Vice Chairman